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**From:** Baumgartner, Donald [baumgartner.donald@epa.gov]  
**Sent:** 12/1/2020 5:22:14 PM  
**To:** Beaver, Brad [brad.beaver@illinois.gov]; Brian Clark [brian.clark@state.mn.us]; Verhougstraete, Brian (MDARD) [verhougstraeteb@michigan.gov]; martinag [martinag@purdue.edu]; Dwayne Sanders [dwayne.sanders@state.mn.us]; Chahal, Gurinderbir (MDA) [g.chahal@state.mn.us]; Schmidt, Julie (MDA) [julie.schmidt@state.mn.us]; Kern, Kevin (MDARD) [kernk@michigan.gov]; Matt Cochran [mcochran@agri.ohio.gov]; Murray, Michael R - DATCP [michael.murray@wisconsin.gov]; Ryan King [ryan.king@agri.ohio.gov]  
**CC:** Baumgartner, Donald [baumgartner.donald@epa.gov]; Martig, Anton (Tony) [martig.anton@epa.gov]; Calvo, Estrella [calvo.estrella@epa.gov]; Dibblee, Seth [Dibblee.Seth@epa.gov]; Jones, Margaret [jones.margaret@epa.gov]; Mysz, Amy [mysz.amy@epa.gov]; Rittenhouse, Susan [Rittenhouse.Susan@epa.gov]; Beal, Matthew [beal@agri.ohio.gov]; CheekButler, Gerrin [Gerrin.CheekButler@Illinois.gov]; Owens, Doug [Doug.Owens@Illinois.gov]; Greg Minor [gregory.minor@agri.ohio.gov]; Fischer, Heidi (MDA) [heidi.fischer@state.mn.us]; Reed, Leo A [reedla@purdue.edu]; Lori Bowman [Lori.Bowman@Wisconsin.gov]; McCloskey, Mark D - DATCP [mark.mccloskey@wisconsin.gov]; mottm@michigan.gov; Ajayi, Olafimihan [olafimihan.ajayi@illinois.gov]; rajinder.mann [rajinder.mann@state.mn.us]; Personette, Robby E - DATCP [robbey.personette@wisconsin.gov]; Mackedanz, Roger (MDA) [roger.mackedanz@state.mn.us]; scottde@purdue.edu; Ende, Stephanie (MDA) [Stephanie.Ende@state.mn.us]; Moss, Suzanne [suzanne.moss@illinois.gov]; Tim Hoffman [thoffman@agri.ohio.gov]; Capiro, Mirtha [capiro.mirtha@epa.gov]; Niess, Claudia [niess.claudia@epa.gov]; Swenson, Thomas [Swenson.Thomas@epa.gov]; Wesley, Abigail [wesley.abigail@epa.gov]  
**Subject:** CPARD Reports DUE in Database Dec 31, 2020 - Updated Guidance  
**Attachments:** CPARD user guide for SLAs and Tribes with plans Oct2020.pdf; FY 18-21 CA Guid EPA final 2-14-17.pdf; EPA COVID-19\_Guid for State Pesticide Cert Train statement final 7-27-20.pdf; Cert Rule revised final FRN 1-4-17.pdf

As of today, CPARD has been reactivated and now will accept your SLA annual Certification reports. As you may recall, the database was shutdown temporarily for the addition of COVID-19 related questions and prompts for data reporting, as mentioned in the former EPA Memo on this topic (see attached). Thus, your annual C&T data are to be reported in CPARD as usual, as well as data and changes in your Plan and C&T process resulting from the COVID-19 Pandemic.

CPARD link at: <https://cpardpub.epa.gov/apex/cpardpub/f?p=165:1:5357428997316::::>

**DEADLINE for SLA reporting is December 31, 2021.**

Annual Reporting Requirements are specified in the Certification Rule at §171.303(c) and the exact deadline is in the EPA FY 18-21 FIFRA Cooperative Agreement Guidance (page 34) dated February 14, 2017 (attached).

Please pay special attention to the COVID-19 CPARD reporting section, and please complete that section with as much detail as possible since both OPP and the Regions will be reviewing that section in particular. Modifications of the Plans are covered in the revised Certification Rule (see attached) at §171.309, with the required Plan modification reporting at §171.309(a)(2).

Please refer to the OPP instructions further below in this communication.

If you should have any questions about the CPARD reporting, please feel free to contact me or your Program LCRD Technical Contact. Questions regarding CPARD access should be directed to Jeanne Kasai (contact information further below).

EPA appreciates all your hard work and flexibility during these difficult times.

*Donald*

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For pesticide information visit <http://www.epa.gov/pesticides/> or <http://npic.orst.edu/>  
R5 Bed Bug Hotline at 888/644-2200 or [bedbugs@umn.edu](mailto:bedbugs@umn.edu)  
To report environmental violations visit <https://www.epa.gov/pesticide-incidents>  
Life Lesson: We do not stop playing because we grow old; we grow old because we stop playing.  
**Have a Bed Bug Free Day!!**

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**From:** Kasai, Jeanne <Kasai.Jeanne@epa.gov>  
**Sent:** Tuesday, December 1, 2020 10:34 AM  
**To:**  
**Subject:** ACTION REQUIRED - please forward to SLAs

Hi All-

Please ask your pesticide State Lead Agency applicator certification program contacts to enter their annual report in the Certification Plan and Reporting Database (CPARD). (<https://cpardpub.epa.gov>). **Reports are due by December 31, 2020.** Registered CPARD users should follow the instructions in the attached user guide. As noted in the guide, assistance is available from Jeanne Kasai at [kasai.jeanne@epa.gov](mailto:kasai.jeanne@epa.gov) and Stephanie Burkhardt at [Burkhardt.stephanie@epa.gov](mailto:Burkhardt.stephanie@epa.gov).

As you know, **§171.303(c) requires pesticide State Lead Agencies (SLAs) with EPA-approved Certification Plans to report for the last 12 month reporting period.**

In CPARD,

**(i) For both private and commercial applicators:**

- the number of applicators given new certifications, the number of applicators issued a recertification, and total number of applicators holding a valid general applicator certification at the end of the period. (Note: "total" = number of new certifications + number of recertifications + number of certifications in between.)
- the same numbers described above, but for each category of certification.

*NOTE* →SLAs should use the same 12-month reporting period used in the past. For example, if an SLA has previously been following a July 1st to June 30th reporting period, then they should again use that period.

**(ii) A description of the modifications made to the certification plan.** This includes reporting **the temporary changes made because of the COVID-19 Public Health emergency** as outlined in our [July 27](#)

memo, "Guidance regarding the Certification of Pesticide Applicators during COVID-19 Public Health Emergency". From the memo, reports of plan modifications for the 2020 annual report should include:

- A description of any plan modifications;
- The effective period of the change(s) (e.g., "for one year from X date, or until revoked");
- A statement regarding the revocability of the modification;
- Why the change(s) was made;
- How the change(s) was made;
- An explanation of how the modification(s) do not significantly diminish applicator competency nor undermine future certification activities; and
- A statement that the modified plan complies with the requirements of FIFRA and the CPA rule.

The reporting correlates with the conditions outlined in the memo, that modifications be:

- Time-limited to not later than December 31, 2021, and revocable within 90 days or less by the certifying authority if EPA determines that the modification is no longer appropriate;
- Consistent with pesticide labeling;
- Consistent with 40 CFR Part 171;
- Will not significantly diminish applicator competency; and
- Will not undermine future certification activities.

To report these modifications to CPARD, **indicate in the *Plan Changes* section:**

- Establishment of a new private applicator category, private applicator subcategory, commercial applicator category, or commercial applicator subcategory (*example, add a disinfectant/antimicrobial category*) - in CPARD, choose "Add category" or "Delete category" as appropriate and explain in the text box or attach a pdf with the information.
- Any other changes (*examples, extend certification/recertification period, remote exams and/or training*) - in CPARD, check "other" and explain in the text box or attach a pdf with the information.

**(iii) A description of any proposed changes to the certification plan that the State anticipates making during the next reporting period that may affect the certification program.** (For this reporting period, this reporting means proposed changes to the existing EPA-approved plan still in effect until the modified plan is approved by March 4, 2022).

**(iv) A summary of enforcement activities related to the use of RUPs.**

**Reports are due by December 31, 2020;** if unable to meet this date, please reach out asap.

Thank you -

Jeanne Kasai

USEPA, Office of Pesticide Programs,  
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Worker Safety Programs